

# Minneapolis VA Medical Center

## Volunteer Opportunities

*The volunteer opportunities listed may or may not be available at any given time.*

### Administrative Services

Volunteers who work in this job category answer telephones, make copies, file records, run errands, assist clinics with setup, check-in patients, make patient appointment reminder calls and process outgoing correspondence.

Volunteer opportunities may include but are not limited to:

- Medical Library Assistant
- Office Assistant
- Clerical Support

### Guest Services

Volunteers in this job category provide services to veterans and their families by providing the "extra" service which tells the veteran that he or she is important. Guest services include: transportation to and from a veteran's home community, distribution of comfort items, provision of books, magazines and newspapers, giving a "touch of home" by offering homemade lap robes, quilts, afghans, wheelchair bags and assisting at the information desk to name just a few "extras".

Volunteer opportunities may include but are not limited to:

- Information desk reception
- Guest Meet & Greet
- Curbside Assistant
- Guest Escort
- Coffee Service

### Clinical Services

Volunteers who work in this job category provide services to hospitalized veterans and veterans getting care in outpatient clinics. Volunteers work doing the things that make the veterans' days meaningful. They may provide courier services of specimens or transport patients to various treatment sites in the medical center. Volunteers also help with recreation activities.

Volunteer opportunities may include but are not limited to:

- Supply technician assistant
- Pharmacy tech assistant
- Patient escort
- Hospice volunteer
- Lab tech aide
- Physical Therapy aide
- Clinical support assistant
- Recreation activity assistant
- Patient escort



## Facilities Management

Volunteers in this area work to keep the hospital safe and beautiful. Volunteers who work in this area love plants and flowers and help the hardworking ground crews to assist in making the grounds beautiful. Beautiful surroundings are therapeutic and contribute to the healing process of our veterans.

## Special Projects

Volunteers may assist with specific technical or clinical assignments.

Volunteer opportunities may include but are not limited to:

- My HealtheVet Program
- MOVE Program

## Requirements to Become A Volunteer

New volunteers are requested to serve four hours per week for a minimum of six months. Volunteers must be at least fourteen years of age. If you are interested in becoming a volunteer, please call the Voluntary/Community Resource Service office at (612)725-2050 for an appointment to be interviewed. All new volunteers are required to complete an application, allow us to run background checks and agree to be finger-printed. When accepted as a new volunteer, Voluntary Service staff will match you to an assignment and complete the Volunteer Training/Orientation with you. Staff in the area of your assignment will provide additional training and orientation as needed.

## For Information About Becoming A Volunteer

CONTACT Minneapolis VA Medical Center  
VOLUNTARY/COMMUNITY RESOURCE SERVICE  
**612-725-2050**

VAB 10-0080 (618) 01/2015

# ***Volunteer Opportunities Minneapolis VA Medical Center***

**Voluntary/Community Resource Service**

**Room 4G-109**

**Telephone: (612) 725-2050**



**Minneapolis VA Health Care System**

**One Veterans Drive**

**Minneapolis, MN 55417**



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